The Abdus Salam International Centre for Theoretical Physics

Post Title:	**Programme Assistant (2 posts)**
Domain:	Programmes and Advancement – Conference Support Services Unit
Post Number:	1ITSC 0918TP & 1ITSC 0915TP
Grade:	G-4
Organizational Unit:	Abdus Salam International Centre for Theoretical Physics
Primary Location:	Trieste, Italy
Recruitment open to:	Internal and external candidates
Type of contract:	Fixed Term – 2 years
Deadline (*midnight Trieste time*)**:**	**09 DEC 2026**

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Only Candidates who are entitled to work in the E.U. can apply

OVERVIEW OF THE FUNCTIONS OF THE POST

Founded in 1964 by the late Nobel Laureate Abdus Salam and located in Trieste (Italy), the Abdus Salam International Centre for Theoretical Physics (ICTP) seeks to accomplish its mandate by providing scientists from developing countries with the continuing education and skills that they need to enjoy long and productive careers. ICTP has been a major force in stemming the scientific brain drain from the developing world. For more than 50 years, ICTP has been a driving force behind global efforts to advance scientific expertise in the developing world.

Under the overall authority of the ICTP Director, the overall supervision of the Senior Coordinator (Programmes and Advancement) and the immediate supervision of the Technical Lead (Conference Services), the incumbent will provide administrative support to ICTP programmes throughout their organizational phases, facilitate the organization of scientific activities and ensure the accomplishment of administrative transactions of the Conference Support Services Unit. Essential responsibilities include:

Visitor and Event Support:

- Provide day-to-day administrative assistance related to ICTP visitors and fellows; keep the ICTP visitor management tool up to date, review and ensure the quality of the data, and update and code financial/visit status, function and selection criteria.
- Provide guidance and training on the use of the visitor management tool to new or more junior staff.
- Assist in the organization and advertising of scientific events and programmes; book venues, register and in-process visitors, and provide support during their stay by making travel, visa and accommodation arrangements and answering their queries on procedural matters; ensure completion of out-processing requirements upon completion of the visit.
- Liaise with external parties and agencies on the external funding of relevant activities and provide administrative support to fund-raising initiatives.

Administrative and Financial Support:

- Process and file incoming correspondence for the research and programmatic offices; prepare in final form a variety of outgoing correspondence and other administrative documentation; proofread outgoing documents for completeness, grammatical and typographical accuracy and compliance with guidelines.
- Provide procedural guidance on the preparation of documentation to scientific and administrative staff of the organizational unit.
- Generate financial and statistical reports; monitor the use of funds, ensuring compliance with approved amounts and guidelines; provide input into budget requests and financial updates by preparing cost estimates and calculations and cross-checking financial data.
- Prepare graphs, charts and tables for inclusion in scientific and administrative reports; prepare visual materials and format and finalize presentations.
- Make travel arrangements for staff; initiate procurement, HR, hospitality and other administrative requests, obtaining the necessary authorizations and funding allocations; monitor the approval of requests and follow up with relevant focal points on outstanding matters.
- Perform additional activities as required to ensure the success of the work team.

COMPETENCIES

A successful candidate will be required to demonstrate the following competencies:

- Accountability.
- Communication.
- Teamwork.
- Innovation.
- Results focus.
- Planning and organizing.
- Knowledge sharing and continuous improvement.

For detailed information please consult the UNESCO Competency Framework https://en.unesco.org/sites/default/files/competency_framework_e.pdf

REQUIRED QUALIFICATIONS

EDUCATION

- Completed secondary, technical and/or vocational school.

WORK EXPERIENCE

- Minimum 3 years of experience in an administrative or programme assistance position, preferably in an international environment.

SKILLS/COMPETENCIES

- Ability to prioritize, plan and organize own work in order to respect deadlines.
- Ability to work efficiently under pressure, including during workload peaks, and to quickly switch attention between subjects.
- High level of reliability with a responsive and service-minded attitude and behaviour; tact and ability to work harmoniously with visitors and staff members of different nationalities and cultural backgrounds.
- Proficiency in standard office software, ERP systems and custom software for managing visits.
- Good knowledge of UNESCO rules and regulations relevant to the area of work; ability to provide procedural guidance to others.

LANGUAGES

- Excellent knowledge (spoken and written) of English.

DESIRABLE QUALIFICATIONS

WORK EXPERIENCE

- Experience in an international organisation or scientific/academic institution.
- Experience in the organization of scientific events, conferences or visitor programmes, including travel, visa and accommodation arrangements.

LANGUAGES

- Working knowledge of Italian or knowledge of other UN Official languages (Arabic, Chinese, French, Russian, Spanish) is an asset.

ADDITIONAL INFORMATION

Only candidates who are entitled to work in the E.U. may apply to this position. Please note that for this position UNESCO will not reimburse expenses such as travel in connection with interviews, tests and relocation.

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For more information in benefits and entitlements, please consult ICSC website and UNESCO's career website.

MORE INFORMATION

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the UNESCO careers website. No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

Candidates must use the UNESCO's online application system which is accessible through the following links:

For current UNESCO fixed-term staff members: *UNESCO Intranet > Tools > HR Apps >* *Careers*. If you are working remotely, you should connect to Careers portal through *connect.unesco.org*

For all other candidates: *https://careers.unesco.org*

For information: Personnel Office, Abdus Salam International Centre for Theoretical Physics, Strada Costiera, 11, 34151 Trieste, Italy.
E-mail: personnel_office@ictp.it, phone: +39-040-2240-595/596/695